

THE TOWER PROJECT
(A company limited by guarantee)

**DIRECTORS' AND TRUSTEES' REPORT
AND FINANCIAL STATEMENTS**

FOR THE YEAR ENDED 31ST MARCH 2021

Company No: 03338883
Charity No: 1061626

THE TOWER PROJECT
(A company limited by guarantee)
REPORT AND ACCOUNTS

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THE TOWER PROJECT
(A company limited by guarantee)

DIRECTORS' AND TRUSTEES' REPORT
FOR THE YEAR ENDED 31ST MARCH 2021

The trustees are pleased to present their annual directors' report together with the financial statements of the charity for the year ended 31st March 2021, which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statements of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

OUR PURPOSE AND ACTIVITIES

The Tower Project is an established community based voluntary sector organisation that has developed a reputation for excellent services and community engagement over a long period of time. It has successfully provided a range of specialist services for disabled children, young people and adults resident in the City of London, Tower Hamlets, Hackney and surrounding London boroughs covering Greater London. The organisation provides specific services to children and adults with Learning Disabilities, Autism, Physical Disabilities, Sensory Impairments, Long Term health conditions and Mental Health conditions. The organisation provides a comprehensive range of services which include Supported Housing, Day Opportunities Services, Domiciliary Care Services, Adult Leisure Services, Youth Services, Employment & Training Services, Social Enterprises, Afterschool Clubs, Holiday Play Schemes, Respite Services, Residential Holiday Services, Advocacy, Information/Advice Services and financial planning.

The Charity's Objects are:

To promote or provide for the welfare of children, young people and adults with a disability and/or learning disabilities, autism, sensory disability and/or a long-term health condition in any manner which now or hereafter may be deemed by law to be charitable in Greater London.

ANNUAL REPORT

The Tower Project is pleased to report that although the year has been challenging in light of the Covid-19 pandemic, the year has also been both a constructive and very productive year for the Tower Project. As in previous reports the organisation would like to begin the annual report with a recognition of all the staff, partners, members, volunteers and management committee members who have generously contributed so much of their time and energy into making the project a continued success and the enormous support they have given to whole of the Tower Project throughout the year.

The Tower Project has again faced a challenging year in terms of the continued reduction in local and central government funding, but against this backdrop we have been able to maintain and develop our existing core services and also expand a number of services which has enabled the Tower Project to meet the increasing demand for our services and also meet the needs of all our existing membership. We will continue in the forthcoming year to build on the achievements of this year and further develop projects and services to meet the increasing needs of our membership.

An important element of the Tower Project is the New Dawn Day Opportunities Service that has maintained and continued to operate this year and is considered a very successful day opportunities service. The Whitehorse Road premises is the home of the New Dawn service and we have continued to refurbish the premises with updated and new facilities being created for members with ongoing plans to provide additional improvements to the building. The extensive programme of arts and crafts that are provided in the service have been operating from a number of established community based venues as well as remotely delivering a varied programme to the membership who have been shielding during the year due to the Covid-19 pandemic. The service has been engaged in extensive outreach support throughout the year delivering support to the membership in their own homes and providing individual support to members who have been able to access the wider community. The New Dawn service continues to work closely with our Job & Enterprise Team developing and creating work experience and training opportunities for members who wish to develop new skills and experiences with a growing number of our members moving into either supported or paid employment.

The First Start Day Opportunities Service is another core element of the Tower Project and is the service that provides for our young people with Autism. The service has completed another successful year at the services dedicated building the Cedar Centre. The Cedar Centre was acquired by the Tower Project solely for the service and provides a specifically created environment for members and staff and is the permanent home of the service. We have continued to actively improve on the quality and range of support the service is able to offer and have continued to develop and improve the building and have invested significantly in both the fabric and facilities in the building for both staff and members. The service has continued to provide support throughout the Covid-19 pandemic with outreach and remote support for members and families in their own homes or in the community. The First Start service has developed into a highly regarded service with the service gaining full accreditation through the National Autistic Societies accreditation scheme and Autism Europe which are the quality marks for the sector. The service has received a number of awards and recognition with our service being a full member of the all Party Parliamentary Group on Autism.

Although we continue to work in a challenging economic environment, the Tower Project has continued to recruit new staff to services, many with disabilities, which has enhanced the skills of the staff team and created unique employment opportunities for new staff. The number of staff appointed within the Tower Project has not decreased this year with a significant number of staff being members of the local community which we hope will increase and grow over the next year and enable the Tower Project to offer more employment opportunities.

The JET service is the Tower Projects disability employment project and it continues to provide support and training to disabled job seekers with a committed and dedicated staff team who have further developed the training and support element of the service in partnership with local schools this year. In the previous year the service secured a core contract with a local authority which enabled the JET team to further extend their work into schools and colleges and develop a wider range of support and opportunities for school leavers which has been an achievement the manager and his staff team are very proud of and hope to continue to expand on in the coming year.

The service is located at Candy Wharf in its own purpose built premises which provides a number of additional facilities to support the work of the staff team. This year the project has again supported a number of disabled job seekers directly into training and employment and has continued to develop a strong social enterprise element with the existing social enterprises providing employment for many young disabled people.

In the previous year the JET service opened a new community café in Goldsmiths Row Hackney called the Haggerston Perk which followed on from the success of our Ocean View community café on Ben Jonson Road. The café created jobs for both local jobseekers and young disabled people seeking further training and we have plans to open further cafes in the coming year. The service has continued to work with and develop many strong partnerships with companies and institutions and I would take this opportunity to thank the Australia & New Zealand bank for the continued support the Tower Project has received from them over many years which has enabled the service to increase the scope of its work.

The Tower Projects Children's Services has continued to provide a substantial and quality service throughout the Covid-19 pandemic and has delivered a full service which has been a considerable achievement. The service has an outstanding award status with OFSTED, which clearly demonstrated the high quality of our services. With a number of formal partnerships in place with schools and related voluntary sector organisations the service has continued to evolve and provide a larger and more diverse range of activities for children and young people. The after-school clubs and holiday schemes along with our youth and leisure services have secured funding for the foreseeable future which will allow the service to provide to children and young people with complex needs and employ a significant number of local staff moving the service further into a solid community base. Children's Services continued provision throughout the whole week and evenings along with schemes and projects across all the school holiday periods provide a vital service to families and young people .

The work over the previous three years to provide training and staff development has continued which has ensured the retention of the Investors in People Award which we now hold along with the Two Ticks Award (Positive about Disability). Both awards are benchmarks in terms of quality assurance and give an indication of the investment in staff and volunteers the Tower Project makes each year with the continued funding of our in house training staff which has supported the organisation to develop our staff into service managers and active members of the community.

Within the year additional improvements have been made to all of the Tower Project premises and following discussions with our membership a number of new facilities have been installed in all of the buildings with plans for further investment next year. I would take this opportunity to thank all those individuals and organisations who have either donated or contributed financially to the Tower Project and would single out the Ratcliff Trust's board of Trustees for the significant financial and practical support they have made over many years to the work of The Tower Project.

The Tower Project continues to support our members towards achieving greater independence and direct involvement within the community through direct payments and individual budgets the Tower Project receive. These payments and budgets provide services enabling members and families to take control of their individual budgets and services they receive and pay for support in the home and community.

The continued development of supported and independent living services for our members has again been a high priority. The success of our previously developed supported living projects has enabled the Tower Project to develop more projects offering members the opportunity to live independently with staff to support them in a home of their own. The latest project in Indigo Mews on the Isle of Dogs will provide a supported living home for young men with autism. The partnerships with Community Housing groups to develop and provide supported living services for members is continuing and we will be creating a number of new projects in the next year which is an important service for the future of the Tower Project and our membership.

The Tower Projects new Business Plan was completed and approved last year by our board of trustees and has set the organisations objectives for the next three years. The plan incorporated the impact of a number of new legislative changes that would impact on social care and also considered the effect of continued financial restraints to local authority and National funding along with the continued Covid-19 pandemic.

The new and additional services the Tower Project wish to develop and provide will enhance and compliment the broad range of services the Tower Project already provides and will further support what we are able to offer the wider community in the future particularly in supported living and housing.

The achievements of the last year gives a strong base for developing additional services in the coming year which can only be achieved by everyone that is involved with the organisation continuing to work together as an active community organisation. With the continued support of all the membership our plans for the future can be viewed with cautious optimism so that the already good reputation of the Tower Project can be further enhanced and services expanded to meet the ever growing needs of our membership and the wider community.

Our volunteers

No volunteers was used in the year due to the pandemic and Covid-19 restrictions.

Achievements and Performance

Autistic Day Opportunities Service (First Start)

The autism service has successfully operated for over fourteen years providing a day opportunities service for autistic adults and young people who are resident in the London boroughs of Tower Hamlets, Hackney, Newham and the City of London. The project is based in its own fully adapted centre (The Cedar Centre) which is wholly dedicated to the provision of services for people with autism. The Tower Project has undertaken extensive improvements to the Cedar Centre in terms of refurbishment and added many specialist facilities and adaptations. Mini buses and additional transport is available for the service so that dedicated transport is provided for the individual service members.

The service has grown in size and additional full time placements have been created for new members to meet ever increasing demand. The service is fully accredited within the National Autistic Societies accreditation scheme which is the industry benchmark for quality assurance and also has full membership of Autism Europe. The service has continued to further develop the provision throughout the Covid-19 pandemic and found new ways to work and deliver services to further support the membership of the service and allowed the service to improve both its scope and quality.

Youth & Leisure Services

The Youth services operate on 5 evenings each week and during the daytime on Saturday and Sunday providing a 7 day a week service. Transport is provided via a dedicated door to door service for members if required. The service has in excess of 370 children & young adults with disabilities who are resident within the London boroughs of Tower Hamlets, Corporation of London and neighbouring East London boroughs with the majority attending each week. The service has continued to provide both Youth Services and adult leisure services despite the Covid-19 pandemic and has managed to maintain the number of members who attend.

The service has also developed a number of individual leisure services supporting members to access mainstream provision within the community via an individual budget or direct payment which has provided a dedicated worker. The service has also developed both new and additional partnership working arrangements within the last year and continues to work positively with Youth services and local schools and community groups to further deliver both new and existing services in dedicated Youth centres and the community.

Children's Complex Needs Services

The service is provided for children and young people who currently attend a special education needs provision with the service operating an after-school club throughout the school term time and a full-time weekly holiday scheme during the school holiday periods for children with disabilities who are resident in the London borough of Tower Hamlets and surrounding East London boroughs. The service operates and provides a dedicated door to door transport service for all children and young people who attend the services and coordinates support for children attending independently.

Additionally the service provides dedicated holiday play schemes for children who attend the Phoenix special needs school and also provides places on other Tower Project holiday play schemes throughout the year for children with autism, complex needs and additional health needs or disabilities.

The service has received a number of awards and commendations with the most recent inspection by OFSTED awarded the service an outstanding rating across all the children's services provided by the Tower Project. In addition to the core services the children's service also provides a full day leisure service on Saturdays for children with Autism and challenging behaviour with a 1-1 staffing ratio enabling children and young people to access mainstream leisure facilities in community settings. The service has continued to fully operated throughout the Covid-19 pandemic.

Community Outreach Support Service (Incorporating Information & Advice)

The Community support service was developed to offer support and advice to families and individuals accessing Tower Project services who are in receipt of an individual budget or direct payment. The service provides advice and information to all parents and carers of members who are either considering or using the service and acts as a facility to enable individuals to manage budgets they may have.

The service will continue to develop and offer various training, information and advice to families, parents and carers and act as a link between Tower Project services coordinating complex packages of support across the Tower Projects services specifically during the evenings and weekends and residential holidays.

New Dawn Day Service

The service provides a dedicated day opportunities service for people with learning disabilities which operates five days a week for a duration of 52 weeks per year. In addition the service provides a door to door transport service or travel training for all members who require it. The service is based at the Tower Projects Whitehorse Road premises with the centre providing a number of unique facilities on one site for the membership along with specialised areas for physiotherapy, occupational therapy, Information Technology, Music therapy and Arts & Crafts.

The service has continued to increase the number of places available to young adults with complex physical needs and has increased the staff team to further support the members of the service to access mainstream community facilities. The service uses a number of community venues for its Arts and Crafts program and has developed into an important element of the service with plans to develop a social enterprise to market and sell the arts and crafts the service is currently producing.

The service has strong links with all statutory health and social care commissioners and works closely with these agencies to improve and develop the quality of life and extend the range of social care support to all of its membership and support for families. In addition the service continues its ongoing support of members who are living with complex long term health conditions living at home which has been a significant challenge for the service during the Covid-19 pandemic coupled with the needs of older carers and dependant family members.

Social Enterprise

The Tower Project operates a number of social enterprises through its JET service who continue to create paid employment opportunities and many supported work placements. The Ocean View Café and the Haggerston Perk café have developed supported paid traineeship opportunities for young disabled people and acted as a springboard into employment with mainstream hospitality employers and the JET services Mobile Coffee stand funded by the ANZ Bank continues to operate at Mile End Leisure centre. JET's Valeting Enterprise based at Tower Hamlets Community Transport premises has provided work placements to many young people with learning disabilities from local schools and colleges including work placements for students currently attending Special educational Needs School.

JET Emporium provided regular retail work placements at Shoreditch Market and paid employment opportunities on its online retail service which was supported by Swiss Post staff and retailed used entertainment media. The service will be further expanding and developing a number of social enterprises this year which will create both training opportunities and work placements along with paid employment for young people with disabilities and autism.

The expansion of JET services last year would not have been possible without the support of ANZ Bank whose kind donations enabled JET to develop new enterprises, offer new opportunities and expand our team of Job Coaches/Disability Employment Advisors to meet the increased demand for the service.

Job, Enterprise & Training (JET TEAM)

Operating from London's only Learning Disability Employment and Training Hub in Mile End, The Tower Project JET Service has had another outstanding year despite the Covid-19 pandemic, supporting a number of people into employment and maintaining service capacity to meet local demand. Delivering contracts for the London Borough of Tower Hamlets, London borough of Hackney, East London NHS Foundation Trust and ESF / Big Lottery, JET's Employment Team have supported many people with learning disabilities and or autism and met or exceeded all employment targets set by our various funders.

As a service that aspires to continuously improve, JET's Disability Employment Advisors completed new industry standard qualifications set by the British Association for Supported Employment and the service shared best practice with visitors from the UK and overseas including a number of overseas governments. The quality of JET's delivery models was highlighted in a report published last year by the Centre of Economic and Social Inclusion and received an outstanding award from the Matrix Inspection where its management and strategic vision were recognised.

To support clients to progress into work, JET's training team delivered accredited vocational qualifications and was commissioned by schools and colleges to deliver year-long employability programmes to students from Tower Hamlets and Hackney. Many of these students undertook a JET Supported Internship programme and completed nine months of work placements with employers including Swiss Post, Sands Film Studios and the Royal Foundation of St Katherine.

Supported & Independent Living

The Tower Project provides both residential and supported living services for people with autism and learning disabilities in the City of London, London borough of Tower Hamlets and the London borough of Newham. Following on from the successfully developed supported living projects that separately accommodates young men and women who are being supported to live semi independently within the community we have completed another project which supports young men to live in the community supported by a dedicated team of staff.

The Tower Project has acquired additional properties this year and will refurbish another property that will provide for young people with learning disabilities and autism who are currently living at home with a parent/ carer. At present a number of additional properties are being considered for the development of a dedicated respite facility for our membership and we plan to open more supported living accommodation within the coming year.

Organisational Development

In line with the Tower Project current business plan The Tower Project has further streamlined administrative support in the organisation so that dedicated departments manage specific areas within the organisation. The main departments, Human resources, Finance, Facilities and maintenance operate as separate departments which have created both a more efficient and cost effective administrative function with all functions of the organisation undertaken in house.

In addition to organisational management and development of the Tower Project we have developed a communications function for all services which has focused on developing information for the membership and managing the organisations profile and marketing along with our IT capability. This year we will again be updating our IT systems with new software to manage our HR department and will be developing a new website with linked social media along with a new electronic newsletter.

Public benefit statement

In shaping our objectives for the year and planning our activities, the trustees have considered the Charity Commission's guidance on public benefit, including the guidance 'public benefit: running a charity (PD2)'. The achievements and activities above demonstrate the public benefit arising through the Charity's activities.

As an addition to our public benefit statement the Tower Project board of trustees are all voluntary and act for the organisation without any form of payment or expenses.

FINANCIAL REVIEW

The Statement of Financial Activities shows a net surplus of £905,890 (2020 – surplus £141,502) for the year resulting in reserves standing at £2,856,802 (2020 - £1,950,912) at 31st March 2021.

The charity had a very successful year in financial terms and benefited from good cost controls and increased unrestricted donations and grants. The Trustees are planning to invest some of the surplus into new capital projects for supported living.

Principal Funding Sources

The main principal funding sources are grants and service level agreements from statutory bodies, charitable trusts and commercial organisations. The charity also received corporate and individual donations.

In addition, the charity has started to work with local primary schools and this has provided additional income.

Details of principal funding sources are shown in notes 2 to 4.

Investment powers and policy

Under the Memorandum and Articles of Association, the charity has the power to make any investment which the trustees see fit. The trustees have considered the most appropriate policy for investing funds and have found that cash deposits meet their requirements to generate income.

Reserves policy

The Directors consider it prudent to maintain an adequate balance of unrestricted funds to cover the Charity's contractual commitments and ideally would like these to be at a minimum level of between 3 and 6 months annual expenditure.

The Directors consider that the Charity's reserves will enhance the services provided and provide financial security for the future. The unrestricted funds not designated or invested in tangible fixed assets held by the charity are £984,704 (2020 - £345,512).

Details of reserves are shown in notes 16 and 17.

FUTURE PLANS AND DEVELOPMENTS

Autism Day Opportunities Service

The Tower Projects autism day opportunities service (First Start) continues to grow and develop, following the successful accreditation of the service through the National Autistic Societies accreditation scheme which is the quality assurance mark for the sector. We will be providing further health support services for the members; which will add to the existing alternative and complimentary therapies already being provided along with a more expansive arts and music programme. The service has its own dedicated premises (The Cedar Centre) and we will continue to develop and improve the building in the next year; this will create space in the main building for an arts and therapy area along with the newly refurbished kitchen and food preparation area.

Community Outreach Support Services Project (Information & Advice)

The Tower Projects Community Outreach Support Service will provide domiciliary care along with information and advice to members on issues such as housing, benefits, and health, with support to access direct payments and individual budgets. The service will help to support members to manage their own care where possible and support carers to access additional support services either in the home or in the community. It is our intention to develop a service which will support members in all areas of information and advice and provide care staff. Initially the service will focus on adults this year and further expand into our children's services over the coming year.

Jobs Enterprise & Training (JET TEAM)

Previously the service undertook a restructure with changes to staff roles with a much stronger emphasis placed on the training of young people who could be supported into employment. The services premises (Candy Wharf) has continued to be fully used and is providing partnership training with both corporate and statutory partners. The service continues to provide facilities to job seekers with disabilities and people who want to access training and support via the service. The service has recruited a number of specialist staff and has further developed partnerships with businesses, neighbouring boroughs, schools and colleges with the intention to expand the services. In addition we are planning to consolidate the service in the coming year which may need to be considered in an ongoing environment of restrictive funding for employment and training services both locally and nationally.

Work Placement Day Opportunities Service

The Tower Project successfully developed a work placement element to our day opportunities service for members' currently attending New Dawn who expressed an interest in accessing either paid employment or supported work placements. From placing young people on part time hours in supported work placements the service has become very popular and we have now widened the service this year to support young disabled people in supported work experience placements through our network of partners and supporters as well as our community services and cafes.

Social Enterprise

Following on from the development of our first successful social enterprise the Tower Hamlets Valeting Service we are planning to develop a number of new social enterprises in the coming year that will provide employment for young disabled job seekers. The previous year had seen the development of the Haggerston Perk Café which provided supported employment and training for 15 young disabled people who we have supported into further employment and training opportunities. In the coming year we will be seeking to open a new community café which will provide employment and training opportunities for a number of young disabled job seekers in day services.

Whitehorse Road Premises

This year we have continued to improve the building to create better use of the limited space available, last year the Human Resources and Facilities Team moved into newly refurbished offices and we hope to continue moving staff into improved office space. The building has again been redecorated and we will continue to both modernise and refurbish as both the finance and opportunities arise. We have continued the planning process to build an extension either between the main building or a standalone unit that would provide accessible washrooms, personal care rooms along with training rooms and additional office space subject to finance we hope to complete in 2022.

Supported Living

Following the successful development of supported living schemes for three young men and three young women. The Tower Project has continued to acquire properties which will provide supported living for members who are currently living at home with parents. The latest supported living project will be for 3 young men with autism and will be in a refurbished property we acquired on the Isle of Dogs. As previously reported the Tower Project has entered into a partnership with a number of housing organisations and we are working towards developing new supported living housing opportunities for our members and the wider community with local housing providers if possible.

Transport Services

The Tower Project provides a considerable amount of transport services to its own membership and in the coming year we hope to merge the organisation with Tower Hamlets Community Transport to create a transport service that will enable the Tower Project to both expand its current transport provision and move to a low emissions transport organisation with a partner that has both facilities and expertise.

Future Organisational Development

The Tower Project will continue to streamline and further develop the organisational management so that dedicated departments continue to manage specific areas of the organisation such as finance and human resources. Although the Tower Project is well served by its administration the increased growth of the project has placed additional demands on the administration team and it is our intention to further expand the administration support for all services.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The Tower Project (the word 'Limited' being omitted by licence from the Board of Trade) is a Company Limited by guarantee and not having a capital divided by shares.

The charity was incorporated on 24th March 1997 and commenced activity on 1st April 1997. The company was registered as a charity on 1st April 1997 under Registration Number 1061626 and the company registration number is 03338883. Anyone over the age of 18 can become a member.

Recruitment and appointment of Trustees

As set out in the Articles of Association the chair of the trustees is nominated by the other trustees. The Directors of the organisation are also the charity trustees for the purposes of charity law.

The Board of Trustees have power to appoint additional Trustees as it considers fit to do so.

The Trustees have no beneficial interest in the company other than as members. The Trustees are also the directors of the company. All of the Trustees are members of the company and guarantee to contribute £1 in event of winding up. The Board has the power to appoint additional Directors.

Trustee induction and training

The Trustees maintain a good working knowledge of charity and company law and best practise by regular reading of charity press articles and scrutiny of Companies House, Charity Commission, other Government and voluntary organisation advisory websites. New Trustees are given copies of the Memorandum and Articles of Association and copies of previous year's minutes and attend an induction session given by an experienced Trustee.

Organisation

The trustees of the company meet quarterly as a Board, but have also set up a range of sub-groups, which meet with the Director between Board meetings. The Chair and Treasurer also meet with the Director on a regular basis.

It is governed by the Board of Directors, which sets the overall framework. The Chief Executive Officer and his staff team are then delegated full responsibility for implementation within this framework. The Board and organisation are also supported by an Advisory Council that meets at least semi-annually. The charity is not significantly dependent on the services of unpaid volunteers.

Related parties

The charity works closely with other similar organisations as detailed in the achievements and performance section of the Trustees Report below. None of the charity's trustees are directors or trustees of these other organisations.

Pay policy for senior staff

The finance and remuneration sub-committee reviews annually the salary and employment conditions of the Chief Executive Officer, taking into account performance, market rates and the charities financial position.

The Chief Executive Officer reviews annually the pay of the senior management team in consultation with the Chair of the Trustees.

Risk Management

The trustees have a risk management strategy which comprises:

- An annual review of the risks the charity may face;
- The establishment of systems and procedures to mitigate those risks identified in the plan;
- Implementation of procedures designed to minimise any potential impact on the charity should those risks materialise.

REFERENCE AND ADMINISTRATIVE DETAILS

Company Number: 03338883

Charity Number: 1061626

Directors and Trustees:

Pamela Mason (Chair)
Kumar Kotecha (Treasurer)
David Barnett
Julia Mason
Gaynor Tenen
Samantha Walker
Jill Sullivan
Kelly Dee

Secretary: David Barnett

Senior Management Team

Mr Gerald O'Shaughnessy	- Director / Chief Executive Officer
Mr Kuddus Miah	- Finance Manager
Ms Cathy Cocklin	- Admin & Facilities Manager
Mrs Naima Boukhriss	- Children's Services Manager
Mr Graham Smithers	- Job, Enterprise & Training Manager
Ms Belinda Foster	- Autistic Service Manager
Ms Sue Burlo	- Day Services Manager

Registered Office: 45-55 Whitehorse Road, London E1 0ND

Auditors: SKS Audit LLP, 3 Sheen Road, Richmond Upon Thames, TW9 1AD

Bankers: Lloyds TSB Plc., Walthamstow Branch, 180-182 High Street, Walthamstow, London E17 7JH

Solicitors: Allen & Overy, One New Change, London EC4M 9QQ

TRUSTEES' RESPONSIBILITIES IN RELATION TO THE FINANCIAL STATEMENTS

The Trustees (who are also directors of The Tower Project for the purposes of company law) are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and regulation.

Company law requires the Trustees to prepare financial statements for each financial year. Under that law the Trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of its income and expenditure for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

STATEMENT OF DISCLOSURE TO AUDITOR

In accordance with company law, the company's Directors certify that:

- so far as they are aware, there is no relevant audit information of which the company's auditors are unaware; and
- as the Directors of the company they have taken all the steps that they ought to have taken in order to make themselves aware of any relevant audit information and to establish that the Charity's auditors are aware of that information.

AUDITORS

A resolution was proposed and agreed at the Annual General Meeting that Ramon Lee Audit LLP be re-appointed as auditors of the Charity for the ensuing year.

The report of the directors has been prepared taking advantage of the small companies' exemption of section 415A of the Companies Act 2006.

APPROVAL

This report was approved by the Board of Directors and Trustees 15th July 2021 and signed on its behalf:



PAMELA MASON
CHAIR

REPORT OF THE INDEPENDENT AUDITOR TO THE MEMBERS OF

THE TOWER PROJECT

(A company limited by guarantee)

Opinion

We have audited the financial statements of The Tower Project for the year ended 31st March 2021, which comprise the Statement of Financial Activities (Summary Income and Expenditure Account, balance sheet and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31st March 2021 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the directors' use of the going concern basis of accounting in the preparation of the financial statements is appropriate. Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the entity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue. Our responsibilities and the responsibilities of the directors with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. The directors are responsible for the other information. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- The information given in the directors' report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- The directors' report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us;
- the financial statements are not in agreement with the accounting records and returns;

- certain disclosures of trustees' remuneration specified by law are not made;
- we have not received all the information and explanations we require for our audit;
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption in preparing the Directors' and Trustees' Report.

Responsibilities of directors

As explained more fully in the directors' responsibilities statements set out on page 10, the directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the directors determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the directors are responsible for assessing the company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the directors either intend to liquidate the company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Based on our discussions with the charity's management and the Trustees, we identified that the following laws and regulations are significant to the entity:

- Those laws and regulations considered to have a direct effect on the financial statements include UK financial reporting standards and Charity Law.
- Those laws and regulations for which non-compliance may be fundamental to the operating aspects of the charity and therefore may have a material effect on the financial statements include compliance with the charitable objectives, public benefit, fundraising regulations, safeguarding and health and safety legislation and OFSTED standards.

These matters were discussed amongst the engagement team at the planning stage and the team remained alert to non-compliance throughout the audit.

Audit procedures undertaken in response to the potential risks relating to irregularities (which include fraud and non-compliance with laws and regulations) comprised of: inquiries of management and the Trustees as to whether the entity complies with such laws and regulations; enquiries with the same concerning any actual or potential litigation or claims; inspection of relevant legal correspondence; review of Trustee meeting minutes; testing the appropriateness of journal entries; and the performance of analytical review to identify unexpected movements in account balances which may be indicative of fraud.

No instances of material non-compliance were identified. However, the likelihood of detecting irregularities, including fraud, is limited by the inherent difficulty in detecting irregularities, the effectiveness of the entity's controls, and the nature, timing and extent of the audit procedures performed. Irregularities that result from fraud might be inherently more difficult to detect than irregularities that result from error. As explained above, there is an unavoidable risk that material misstatements may not be detected, even though the audit has been planned and performed in accordance with ISAs (UK).

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

This report is made solely to the company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

SKS Audit LLP

BOBBY GURDEP BHOGAL ACA ACCA ATT
(Senior Statutory Auditor)
for and on behalf of SKS AUDIT LLP

3 SHEEN ROAD
RICHMOND UPON THAMES
TW9 1AD

15th JULY 2021

THE TOWER PROJECT
(A company limited by guarantee)

STATEMENT OF FINANCIAL ACTIVITIES

SUMMARY INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31ST MARCH 2021

		UNRESTRICTED FUNDS				
	Notes	General Funds £	Designated Funds £	Restricted Funds £	2021 £	2020 £
Income						
Donations and legacies	2	5,108	-	556,258	561,366	28,902
Income from charitable activities	4	3,385,184	-	35,657	3,420,841	3,751,238
Investment income	5	260	-	-	260	1,269
Other income	3	-	-	-	-	153
Total incoming resources		<u>3,390,552</u>	<u>-</u>	<u>591,915</u>	<u>3,982,467</u>	<u>3,781,562</u>
Expenditure						
Cost of raising funds	6	7,589	-	-	7,589	8,045
Expenditure on charitable activities	6	2,477,073	-	591,915	3,068,988	3,632,015
Total Expenditure		<u>2,484,662</u>	<u>-</u>	<u>591,915</u>	<u>3,076,577</u>	<u>3,640,060</u>
Net income/(expenditure) & net movement in funds before transfers		905,890	-	-	905,890	141,502
Transfer of funds	17	(300,000)	300,000	-	-	-
Net income/(expenditure) & net movement in funds after transfers		605,890	300,000	-	905,890	141,502
Total funds, brought forward		1,250,912	700,000	-	1,950,912	1,809,410
Total funds, carried forward		<u>1,856,802</u>	<u>1,000,000</u>	<u>-</u>	<u>2,856,802</u>	<u>1,950,912</u>

The Statement of Financial Activities also complies with the requirements of an income and expenditure account under the Companies Act 2006.

CONTINUING OPERATIONS

None of the Company's activities were acquired or discontinued during the above two financial periods.

TOTAL RECOGNISED GAINS AND LOSSES

The Company has no recognised gains or losses other than the above movement in funds for the above two financial periods.

The notes on pages 16 to 25 form part of these accounts.

THE TOWER PROJECT
(A company limited by guarantee)

BALANCE SHEET AS AT 31ST MARCH 2021

	Notes	2021	2020
		£	£
Fixed assets			
Tangible assets	11	1,594,369	1,669,586
Current assets			
Stock			532
Debtors	12	265,514	619,168
Cash at bank and in hand		1,953,526	638,137
		<u>2,219,040</u>	<u>1,257,837</u>
Liabilities			
Creditors falling due with in one year	13	(234,337)	(212,325)
Net current assets		1,984,704	1,045,512
Creditors falling due after more than one year	14	(722,271)	(764,186)
Net assets		<u>2,856,802</u>	<u>1,950,912</u>
The funds of the charity			
Unrestricted funds:			
General	17	1,856,802	1,250,912
Designated	16	1,000,000	700,000
Restricted funds	17	-	-
Total charity funds		<u>2,856,802</u>	<u>1,950,912</u>

These accounts were approved by the Board of Trustees on 15th July 2021 and were signed on its behalf by:



PAMELA MASON (CHAIR)

Company Registration No. 03338883

The notes on pages 16 to 25 form part of these accounts.

THE TOWER PROJECT
(A company limited by guarantee)

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31ST MARCH 2021

	Notes	2021 £	2020 £
Cash used in operating activities	19	<u>1,383,385</u>	<u>(11,057)</u>
Cash flows from investing activities			
Interest income		260	1,269
Purchase of tangible fixed assets		(26,340)	(100,871)
Proceeds from the sale of equipment		-	233
Cash provided by / (used in) investing activities		<u>(26,080)</u>	<u>(99,369)</u>
Cash flows from financing activities			
Repayment of borrowing		(41,915)	(55,957)
Cash used in financing activities		<u>(41,915)</u>	<u>(55,957)</u>
Increase / (decrease) in cash & cash equivalents in the year		<u>1,315,389</u>	<u>(166,383)</u>
Cash & cash equivalents at the beginning of the year		638,137	804,520
Total cash & cash equivalents at the end of the year		<u>1,953,526</u>	<u>638,137</u>

THE TOWER PROJECT
(A company limited by guarantee)

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31ST MARCH 2021

1. ACCOUNTING POLICIES

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and in the preceding year.

1.1 Basis of preparation of accounts

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) – (Charities SORP (FRS 102), The Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The Tower Project meets the definition of a public benefit entity under FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

1.2 Preparation of accounts on a going concern basis

The Charity's Financial Statements show net income of £905,890 for the year and free reserves of £984,704. The trustees are of the view that these results have secured the immediate future of the Charity for the next 12 to 18 months and on this basis the Charity is a going concern.

1.3 Income

Income is recognised when the Charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and amount can be measured reliably.

- (a) Income received by way of grants, donations and legacies are included in full in the Statement of Financial Activities when received, unless they relate to a specified future period, in which case they are deferred.
- (b) Legacies entitlement is taken as the earlier of the date on which either: the charity is aware that the probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the Charity that the distribution is made, or when a distribution is received from the estate. No legacies were received during the year.
- (c) Income from charitable activities received by way of revenue grants and donations are credited to restricted incoming resources on the earlier date of when they are received or when they are receivable, unless they relate to a specified future period, in which case they are deferred.
- (d) Grants and donations of general nature which are not conditional on delivering certain levels of service are included as part of Grants, Donations and Legacies as shown under note 2. Performance related grants and donations which have conditions for a specific outcome are include as Income from Charitable Activities as shown in Note 4.
- (e) Capital grants for the purchase of fixed assets are credited to restricted incoming resources on the earlier date of when they are received or receivable. Deprecation on the related fixed assets is charged against the restricted fund.
- (f) Income from charitable activities include income recognised as earned (as the related goods and services are provided) under contract, in the form of training income.
- (g) Shop income is recognised as earned (that is, as the related goods are provided).
- (h) Investment income is included when receivable.

1.4 Volunteers and donated services and facilities

Donated professional services and donated facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), the general volunteer time of the Friends is not recognised and refers to the trustees' annual report for more information about their contribution.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt. No such donations were received during the year.

1.5 Expenditure recognition and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Expenditure is classified under the following activity headings:

- (a) Cost of raising funds comprises the cost of seeking donations and legacies, membership services and other fundraising activities and their associated support costs.
- (b) Expenditure on charitable activities includes the costs directly associated with the following projects New Dawn, Children's Services, Youth & Leisure, Job Enterprise and Training, First Start, Community Outreach and Supported Living and their associated support costs.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

1.6 Allocation of support costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include back office costs, finance and administration personnel, payroll and governance costs which support the Trust's programmes and activities. These costs have been allocated between cost of raising funds and expenditure on charitable activities. The basis on which support costs have been allocated are set out in note 7.

1.7 Funds structure

The general fund comprises those monies, which may be used toward meeting the charitable objectives of the company at the discretion of the Management Board.

The designated funds are monies set aside out of general funds and designated for specific purposes by the Management Board.

The restricted funds are monies raised for, and their use restricted to, a specific purpose or donations subject to donor imposed conditions.

1.8 Government grants

Government grants are recognised at the fair value of the asset received or receivable when there is reasonable assurance that the company will comply with conditions attaching to them and the grants will be received using the accrual model.

1.9 Pension costs

The charity operates a defined contribution pension scheme on behalf of its employees. Contributions are charged to the Statement of Financial Activities in the period in which they are payable. The assets of the scheme are held separately from those of the charity in an independently administered fund.

1.10 Tangible fixed assets and depreciation

Tangible fixed assets (excluding investments) are stated at cost less depreciation. The cost of minor additions or those costing less than £500 are not capitalised. Depreciation is provided at rates calculated to write off the cost or valuation of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Freehold property	- 2% on cost
Leasehold property	- Over unexpired term of lease
Playground	- Over term of lease
Kitchen & other equipment	- 25% on cost
Fixtures and fittings	- 25% on cost
Motor vehicles	- 25% net book value

1.11 Stock

Stock is shown at the lower of cost and net realisable value. Stock consists of course material and shop stock.

1.12 Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

1.13 Cash at bank and in hand

Cash at bank and in hand includes cash and short term cash deposits.

1.14 Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

1.15 Financial instruments

The Trust only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

1.16 Taxation

The Charity is a registered charity and, therefore, is not liable for Income Tax or Corporation Tax on income derived from its charitable activities, as it falls within the various exemptions available to registered charities.

1.17 Operating leases

All leases are operating leases, and rentals are charged to the Statement of Financial Activities on a straight-line basis over the lease duration. No assets are held under hire purchase agreements.

1.18 Judgement and key sources of estimation uncertainty

In the application of the company's accounting policies, the charity is required to make judgments, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

2. DONATIONS AND LEGACIES

	Unrestricted Funds £	Restricted Funds £	2021 £	2020 £
Donations and gifts	5,108	-	5,108	818
The Cedar Centre	-	-	-	2,084
Government furlough grant	-	529,630	529,630	-
Government Covid grant	-	2,628	2,628	-
Ratcliff Educational Foundation	-	24,000	24,000	26,000
	<u>5,108</u>	<u>556,258</u>	<u>561,366</u>	<u>28,902</u>

Donations and legacies in 2020, totalled £28,902. These were attributed £818 to unrestricted funds and £28,084 to restricted funds.

3. OTHER INCOME

	Unrestricted Funds £	2021 £	2020 £
Other income	-	-	153
	<u>-</u>	<u>-</u>	<u>153</u>

Other income in 2020, totalling £153 was all attributed to unrestricted funds.

4. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
<i>New Dawn</i>				
City of London	40,200	-	40,200	40,034
London Borough of Tower Hamlets	783,797	-	783,797	896,570
London Borough of Hackney	29,715	-	29,715	5,238
Job Centre (DWP Access to work)	-	-	-	1,875
NHS Tower Hamlets CCG	79,337	-	79,337	54,327
	<u>933,049</u>	<u>-</u>	<u>933,049</u>	<u>998,044</u>
<i>Children's Services</i>				
City of London	720	-	720	1,427
London Borough of Tower Hamlets	283,908	-	283,908	412,464
	<u>284,628</u>	<u>-</u>	<u>284,628</u>	<u>413,891</u>
<i>Youth & Leisure Services</i>				
London Borough of Tower Hamlets	52,500	-	52,500	50,000
	<u>52,500</u>	<u>-</u>	<u>52,500</u>	<u>50,000</u>
<i>Job, Enterprise and Training</i>				
Big Lottery Fund (ESF Building Better Opportunities Grant)	-	34,433	34,433	26,377
City of London	3,465	-	3,465	-
London Borough of Tower Hamlets	669,203	-	669,203	591,345
NHS Tower Hamlets	38,220	-	38,220	38,220
Leonard Cheshire Disability	-	1,224	1,224	11,741
Educational Institutions (Transition to Employment Programmes)	247,733	-	247,733	309,513
Café takings	-	-	-	44,898
Other income	-	-	-	570
	<u>958,622</u>	<u>35,657</u>	<u>994,279</u>	<u>1,022,664</u>
<i>First Start</i>				
London Borough of Hackney	61,231	-	61,231	61,230
London Borough of Tower Hamlets	527,809	-	527,809	640,301
NHS Tower Hamlets CCG	76,522	-	76,522	76,767
	<u>665,562</u>	<u>-</u>	<u>665,562</u>	<u>778,298</u>
<i>Community Outreach</i>				
London Borough of Tower Hamlets	-	-	-	11,539
	<u>-</u>	<u>-</u>	<u>-</u>	<u>11,539</u>
<i>Supported Living</i>				
City of London	150,715	-	150,715	144,078
London Borough of Tower Hamlets	259,330	-	259,330	263,897
Rental income	68,629	-	68,629	68,828
Miscellaneous income	12,150	-	12,150	-
	<u>490,823</u>	<u>-</u>	<u>490,823</u>	<u>476,803</u>
	<u>3,385,184</u>	<u>35,657</u>	<u>3,420,841</u>	<u>3,751,239</u>

Income from charitable activities in 2020, totalled £3,751,238. These were attributed £3,713,120 to unrestricted funds and £38,118 to restricted funds.

5. INVESTMENT INCOME

	Unrestricted Funds £	2021 £	2020 £
Interest on cash deposits	260	260	1,269
	<u>260</u>	<u>260</u>	<u>1,269</u>

Investment income in 2020, totalling £1,269 was all attributed to unrestricted funds.

THE TOWER PROJECT
(A company limited by guarantee)

NOTES TO THE ACCOUNTS (Cont/d)

FOR THE YEAR ENDED 31ST MARCH 2021

6. ANALYSIS OF EXPENDITURE

	Raising Funds £	New Dawn £	Children's Services £	Youth & Leisure Services £	Job Enterprise & Training £	First Start £	Community Outreach £	Supported Living £	Total 2021 £	Total 2020 £
Staff salary costs	-	543,399	124,399	15,586	659,160	436,226	1,563	189,084	1,969,418	2,250,983
Premises and equipment costs	-	5,153	1,136	-	152,020	41,771	-	27,133	227,213	248,111
Project operating costs	-	3,281	5,740	105	8,590	8,209	-	32	25,957	123,772
Respite breaks	-	-	-	-	-	-	-	-	-	23,064
Communication & IT costs	-	1,069	676	466	17,603	5,686	-	5,044	30,544	35,814
Transport and travel costs	-	8,170	21,341	4,820	-	5,142	-	1,205	40,678	87,461
Staff and volunteer costs	-	1,054	2,138	-	7,477	957	-	418	12,044	55,601
Insurance	-	-	-	-	6,720	-	-	-	6,720	5,908
Membership and Subscriptions	-	148	85	-	1,528	2,592	-	605	4,958	4,267
General expenses	-	4	10	-	166	14	-	-	194	556
Support costs (Note 7)	7,368	221,050	110,525	36,842	103,157	147,367	-	110,525	736,833	783,455
Governance costs (Note 7)	220	6,606	3,303	1,101	3,083	4,404	-	3,303	22,019	21,068
	<u>7,589</u>	<u>789,935</u>	<u>269,353</u>	<u>58,919</u>	<u>959,503</u>	<u>652,367</u>	<u>1,563</u>	<u>337,348</u>	<u>3,076,577</u>	<u>3,640,060</u>

Of the £3,076,577 expenditure in 2021 (2020 - £3,640,060), £2,484,662 was charged to unrestricted funds (2020 - £3,568,786) and £591,915 to restricted funds (2020 - £71,274).

THE TOWER PROJECT
(A company limited by guarantee)

NOTES TO THE ACCOUNTS (Cont/d)

FOR THE YEAR ENDED 31ST MARCH 2021

7. ANALYSIS OF SUPPORT AND GOVERNANCE COSTS

The Charity initially identifies the costs of its support functions. It then identifies those costs which relate to the governance function. Governance costs and other support costs are apportioned separately between the key activities undertaken (see note 6) in the year. All the general support and governance costs have been apportioned to the various charitable activities on the basis of usage by each activity.

	General Support	Governance Function	Total 2021	Total 2020
	£	£	£	£
Staff salary costs	445,804	6,341	452,145	445,859
Premises and equipment costs	109,850	546	110,396	139,846
Communication costs	34,221	200	34,421	37,963
Transport and travel costs	5,246	-	5,246	12,376
Staff and volunteer costs	1,419	-	1,419	20,187
Legal and professional expenses	480	-	480	4,380
Insurance	2,786	6,556	9,342	8,454
Bank charges and interest	33,614	-	33,614	22,198
Depreciation	101,558	-	101,558	103,352
Membership and Subscriptions	1,348	-	1,348	843
General expenses	507	-	507	702
Meeting expenses	-	216	216	203
Audit fees	-	8,160	8,160	8,160
	<u>736,833</u>	<u>22,019</u>	<u>758,852</u>	<u>804,523</u>

8. OPERATING SURPLUS

Operating surplus is shown after charging:	2021	2020
	£	£
Depreciation of tangible fixed assets	38,894	47,222
Amortisation of leasehold premises	30,953	24,419
Amortisation of freehold premises	31,711	31,711
Operating lease rentals – land and buildings	148,138	141,178
Auditors' remuneration	<u>8,160</u>	<u>8,160</u>

Included in auditor's remuneration is preparation of financial statements.

9. ANALYSIS OF STAFF COSTS, TRUSTEES REMUNERATION AND EXPENSES, AND COST OF KEY MANAGEMENT PERSONNEL

	2021	2020
	£	£
Wages and salary	2,195,738	2,449,241
National Insurance	182,685	200,993
Pension cost	44,429	46,607
	<u>2,422,852</u>	<u>2,696,841</u>

There was one (2020 – one) employee whose annual employee benefits (excluding employer pension costs) were between £60,000 to £70,000.

No remuneration or reimbursed expenses were paid to the Trustees during the year (2020 - £nil).

The key management personnel of the charity is as shown on page 10. The total employee benefits of the key management personnel of the charity were £389,111 (2020 - £387,619).

10. STAFF NUMBERS

The average monthly head count was 121 (2020 - 147) and the average monthly number of full time staff based on full time equivalents employed by the charity including part time and temporary staff employed on holiday schemes during the period was as follows:

Department (Full-time)	No. of Employees	
	2021	2020
Director	1	1
Admin & Finance	8	9
IT & Maintenance	4	4
Job, Enterprise & Training	20	22
Youth & Leisure Services	1	1
Children's Services	18	25
New Dawn Day Services	25	36
First Start Day Services	18	24
Supported Living	7	7
Community Café (Ocean View)	1	1
Community Café (Haggerston Park)	-	1
Total	103	131

11. TANGIBLE FIXED ASSETS

	2021 £	2020 £
NET BOOK VALUES		
Freehold premises	1,390,734	1,422,445
Long leasehold premises	147,997	142,019
Short leasehold premises	-	16,429
Kitchen & other equipment	20,311	38,922
Fixtures and fittings	14,464	21,954
Motor vehicles	20,863	27,818
	1,594,369	1,669,587

MOVEMENTS IN YEAR

Cost or valuation	Opening Balances £	Additions £	Disposals £	Closing Balances £
Freehold premises	1,585,551	-	-	1,585,551
Long leasehold premises	787,705	14,900	-	802,605
Short leasehold premises	167,645	5,602	-	173,247
Kitchen & other equipment	359,697	2,758	-	362,455
Fixtures and fittings	155,789	3,080	-	158,869
Motor vehicles	151,375	-	-	151,375
	3,207,762	26,340	-	3,234,102

Depreciation	Opening Balances £	Charge For Year £	Disposals £	Closing Balances £
Freehold premises	163,106	31,711	-	194,817
Long leasehold premises	645,686	8,922	-	654,608
Short leasehold premises	151,216	22,031	-	173,247
Kitchen & other equipment	320,775	21,369	-	342,144
Fixtures and fittings	133,835	10,570	-	144,405
Motor vehicles	123,557	6,955	-	130,512
	1,538,175	101,558	-	1,639,733

12. DEBTORS

	2021 £	2020 £
Trade debtors	143,019	535,338
Other debtors	6,173	10,330
Prepayments and accrued income	116,322	73,500
	265,514	619,168

13. CREDITORS: amounts falling due within one year

	2021 £	2020 £
Mortgage Loan	50,460	48,738
Trade creditors	37,287	62,512
Other creditors	9,548	10,409
Taxation & social security	40,504	49,178
Accruals	43,618	41,488
Deferred income (note 15)	52,920	-
	<u>234,337</u>	<u>212,325</u>

14. CREDITORS: amounts falling after within one year

	2021 £	2020 £
Mortgage Loan	772,731	812,924
Less: amount included in creditors due within one year	(50,460)	(48,738)
	<u>722,271</u>	<u>764,186</u>

During 2013 the charity acquired a freehold property, 20 Bullivant Street, London E14 0ER, on which it has a secured loan with its bankers. The loan facility was for £100,000 repayable over 15 years and is secured by a first mortgage charge over the land and building. The facility provided is on a fixed rate of interest of 6.3% per cent per annum fixed for 15 years.

During 2014 the charity acquired a freehold property, 79 Fulmer Road, London E16 3TE, on which it has a secured loan with its bankers. The loan facility was for £290,000 repayable over 15 years and is secured by a first mortgage charge over the land and building. The facility provided is on a variable rate of interest of 2.16% per cent per annum over the base rate of Lloyds bank plc.

During 2018 the charity acquired a freehold property, 13 Indigo Mews, London E14 9PN, on which it has a secured loan with its bankers. The loan facility was for £600,000 repayable over 15 years and is secured by a first mortgage charge over the land and building. The facility provided is on a variable rate of interest of 2.16% per cent per annum over the base rate of Lloyds bank plc.

15. DEFERRED INCOME

	2021 £	2020 £
Balance as at 1st April	-	26,368
Amount released to income in the year	-	(26,368)
Amount deferred in the year	52,920	-
Balance as at 31st March	<u>52,920</u>	<u>-</u>

Deferred income relates to £52,920 (2020 - £nil) contract income received from London Borough of Tower Hamlets for children's services Easter Holiday Scheme in 2021 received in advance for next financial year.

16. DESIGNATED FUNDS

The income of the Charity includes the following designated funds, which have been set aside out of the restricted funds by the Trustees for specific purposes:

	Balance as 01.04.20 £	New Designations £	Utilised / Realised £	Balance as 31.03.21 £
Staff contingency fund	250,000	-	-	250,000
Development fund	200,000	-	-	200,000
Independent living fund	250,000	-	-	250,000
Transport fund	-	300,000	-	300,000
	<u>700,000</u>	<u>300,000</u>	<u>-</u>	<u>1,000,000</u>

The staff contingency fund represents monies designated by the Trustees towards covering the legal commitment for staff redundancy and notice costs.

The development fund is to cover the cost of developing new services.

The independent living fund is to provide support to enable young people and adults with disabilities to live independently.

The transport fund is to cover the cost of setting up a comprehensive transport service including the purchase of new minibuses and the maintenance of the vehicle fleet.

17. FUND BALANCES

	Balance at 01.04.20 £	Income £	Expenditure £	Transfer between funds £	Balance at 31.03.21 £
Unrestricted Funds					
General funds	1,250,912	3,390,552	2,484,662	(300,000)	1,856,802
Designated funds (see note 16)	700,000	-	-	300,000	1,000,000
	<u>1,950,912</u>	<u>3,390,552</u>	<u>2,484,662</u>	<u>-</u>	<u>2,856,802</u>
Restricted Funds					
Government COVID grant	-	532,258	532,258	-	-
Job Enterprise & Training	-	35,657	35,657	-	-
Rent Contributions	-	24,000	24,000	-	-
	<u>-</u>	<u>591,915</u>	<u>591,915</u>	<u>-</u>	<u>-</u>
Total funds	<u>1,950,912</u>	<u>3,982,467</u>	<u>3,076,577</u>	<u>-</u>	<u>2,856,802</u>

Fund balances – previous year

	Balance at 01.04.19 £	Income £	Expenditure £	Transfer between funds £	Balance at 31.03.20 £
Unrestricted Funds					
General funds	1,334,338	3,715,360	3,568,786	(230,000)	1,250,912
Designated funds (see note 16)	470,000	-	-	230,000	700,000
	<u>1,804,338</u>	<u>3,715,360</u>	<u>3,568,786</u>	<u>-</u>	<u>1,950,912</u>
Restricted Funds					
Job Enterprise & Training	-	38,118	38,118	-	-
Mini Bus	5,072	-	5,072	-	-
Rent Contributions	-	26,000	26,000	-	-
Computer Equipment	-	2,084	2,084	-	-
	<u>5,072</u>	<u>66,202</u>	<u>71,274</u>	<u>-</u>	<u>-</u>
Total funds	<u>1,809,410</u>	<u>3,781,562</u>	<u>3,640,060</u>	<u>-</u>	<u>1,950,912</u>

The balances on individual projects at the 31st March 2021 as shown above are not necessarily represented by amounts held in the bank.

Unrestricted funds:

Unrestricted funds include both the general fund which represents funds available to spend at the discretion of the Trustees after allowing for all the designated funds and designated funds as shown in note 16.

Restricted funds

- Children's Services - The service operates an after-school club throughout the school term time and a 5 day holiday scheme during the school holiday periods for up to 600 children with disabilities.
- Job Enterprise & Training - The job opportunities service works with disabled young people and adults. The service provides individual advice and practical support to assist people of working age with a range of employment and training opportunities.
- Computer Equipment - Funding received from The Cedar Centre towards the purchase of computer equipment. Funding was fully utilised during the year.
- Mini Bus - Funding received from the London Borough of Tower Hamlets towards the purchase of a mini bus to be used by the New Dawn service. The fund has now been fully utilised.
- Rent Contribution - A grant received from the Ratcliff Educational Foundation to cover the rent cost of the leasehold premises.

18. ANALYSIS OF FUND BALANCES BETWEEN NET ASSETS

	Unrestricted £	Designated £	Restricted £	Total £
Tangible fixed assets	1,594,369	-	-	1,594,369
Net current assets	984,704	1,000,000	-	1,984,704
Creditors due after more than one year	(722,271)	-	-	(722,271)
	<u>1,856,802</u>	<u>1,000,000</u>	<u>-</u>	<u>2,856,802</u>

Analysis of fund balances between net assets – previous year

	Unrestricted £	Designated £	Restricted £	Total £
Tangible fixed assets	1,669,586	-	-	1,669,586
Net current assets	345,512	700,000	-	1,045,512
Creditors due after more than one year	(764,186)	-	-	(764,186)
	<u>1,250,912</u>	<u>700,000</u>	<u>-</u>	<u>1,950,912</u>

19. RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASHFLOW FROM OPERATING ACTIVITIES

	2021 £	2020 £
Net movement in funds	905,890	141,502
Add back depreciation	101,558	103,352
Deduct interest income shown in investment activities	(260)	(1,269)
Decrease / (increase) in stock	532	55
Decrease / (increase) in debtors	353,653	(169,735)
Increase / (decrease) in creditors	22,012	(84,962)
Net cash used in operating activities	<u>1,383,385</u>	<u>(11,057)</u>

20. OPERATING LEASE COMMITMENTS

The charity has operating lease commitments as shown below.

	Land & buildings	
	2021 £	2020 £
Within one year	126,000	126,000
Two to five years	383,000	459,000
Over five years	500,000	550,000
	<u>1,009,000</u>	<u>1,135,000</u>

21. PENSION COSTS

The pension cost charge represents contributions payable by the company to the fund and amounted to £44,429 (2020 - £46,607). Contributions totalling £9,208 (2020 - £10,069) were payable to the fund at the year end and are included in creditors.

22. SHARE CAPITAL

The Company is limited by guarantee and does not have a share capital divided by shares.

23. EVENTS AFTER THE REPORTING DATE

Since the year end, the Coronavirus (COVID-19) continue to have a significant impact on the economy worldwide. As a result some charity operations have been restricted, however the charity continues to operate using alternative methods and remote working.

The Trustees are unable to evaluate the overall financial impact on the charity at present. Hence financial statements do not include any adjustments that might result from the outcome of this uncertainty.

The Trustees are continuing to monitor, assess and act to the current changing environment in order to position the charity to ensure its future success.

24. RELATED PARTY TRANSACTIONS

There were no related party transactions for the year ended 31st March 2021.